

13 JUL 1981

MEMORANDUM FOR: Chief, Classification Review Division

STAT FROM:   
Deputy Director of Information Services

SUBJECT: Request to Conduct Systematic Review of Permanent  
Records Dating more Recently than 1963

REFERENCE: Memorandum for DIS dated 8 July 1981; Same Subject

1. Per our conversation and my discussion with Tom, use all classification review officers to review material up through 1962 so that all Directorates are on the same time frame. When this has been accomplished, we will raise the ceiling at that point to include all material through 1965.

2. Let me know if you have any questions <sup>or problems</sup> with this arrangement.

Attachment:  
Subject Reference

STAT

STAT DDIS:  (13 July 1981)

Distribution:

- Original - Addressee w/attachment
- 1 - OIS Subject w/att (CLAS REVIEW - 1981)
- 1 - OIS Chrono w/o

Date 8 JUL 1981

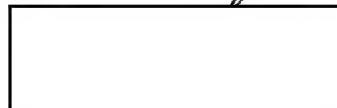
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/OIS	<i>[Signature]</i>	7-8-81
2. <input type="text"/>	<i>Bgc</i>	9 July
3. DDIS	<i>[Signature]</i>	9 July
4. DIS		
5.		

Action	File	Note and Return
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Coordination	Justify	

REMARKS



*I'm in favor of your approving this but would like to discuss briefly with you before you take any action.*



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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

8 July 1981

MEMORANDUM FOR: Director of Information Services

FROM: 

Chief, Classification Review Division

SUBJECT: Request to Conduct Systematic Review of  
Permanent Records Dating more Recently  
than 1963

1. As you will recall, I asked your permission last year to extend our systematic review of 20-year-old permanent records to records dating through 1962. You granted this extension based on our argument that the bulk of the material belonging to several of the directorates and dating through 1960 had been reviewed, and that the handling of numerous boxes to review the few folders left that fell within the permitted time-frame was causing inefficiencies that otherwise could be avoided. Based on this authority, I then permitted our reviewers to move into 1963 material at the turn of this year.

2. We now ask your permission to extend the review date to materials dating through 1965. Our reasoning is as follows:

a. We continue to be faced with the "bits and pieces" problem. First we must select records for review on a folder basis by running the DARE System against the ARCINS System to determine the jobs and boxes where qualifying folders lie. Then the handling of boxes to review these few individual folders in them is a nuisance to ourselves and the Records Center and is exacerbated by the fact that, without adequate vault space for storage of boxes in quantity lots, we are consigned to handling but a few boxes at a time with constant turnover.

b. Nearly all scheduled DA records which date through 1963 have been reviewed, as will soon all those of the DO.

c. Computer analysis of the target holdings of permanent records has revealed that these holdings begin to increase in quantity dramatically at the 1964-65 time-frame as we get into the Vietnam era. Until we are more certain of the outcome of E.O. 12065, it would be wise for us to begin to tackle this mountain that lies before us, not to mention the efficiencies it allows us in the review of materials en masse.

STAT